

**EMPLOYMENT OPPORTUNITY  
DEPARTMENT OF RAIL & PUBLIC TRANSPORTATION**

**WORKING TITLE:** Planning and Project Manager

**ROLE:** Policy and Planning Specialist II

**POSITION NO:** 00037

**DEPARTMENT:** Department of Rail and Public Transportation

**LOCATION:** Richmond Virginia

**HIRING RANGE:** \$50,000 - \$70,000

**CLOSING DATE:** November 26, 2007

**DESCRIPTION:**

The purpose of this position is to serve as one of DRPT's planning and project managers for various transportation and planning studies in the Commonwealth. This position will conduct planning studies and oversee and participate in planning studies being conducted by transit providers, Metropolitan Planning Organizations, Planning District Commissions or other stakeholders. This position will also be involved in advancing study recommendations through the project development process.

A state application must accompany resumes. Apply on-line at [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov).

DRPT is the state agency responsible for rail, transit and congestion management in Virginia. For more information, visit [www.drpt.virginia.gov](http://www.drpt.virginia.gov).

**QUALIFICATIONS:**

Knowledge of transportation planning rules and procedures. Knowledge of federal, state, and/or local grant programs and policies. Ability to evaluate and assess issues, interpret laws and regulations and communicate findings verbally and in writing to others. Ability to conduct studies including managing consultants, leading working groups, public speaking, and advising policy groups to formulate and implement recommendations. Ability to maintain clear communications and good rapport with diverse groups and individuals. Skill in operating a personal computer and skill with or ability to rapidly acquire proficiency with the following software: Microsoft Outlook, Microsoft Office (Power Point, Word, Excel), Internet Explorer and Adobe Acrobat.

Prefer: College degree in urban planning, transportation planning, public administration, or any related field.

Department of Human Resource Management

Phone: (804) 225-2131

Apply online at [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) Equal Opportunity Employer

Note: A state application must accompany any resumes.